



April 23, 2018

Ms. Karen Lynch and Mr. Dwayne Cross  
U.S. Department of Transportation  
Pipeline and Hazardous Materials Safety Administration  
Office of Pipeline Safety, PHP-20  
1200 New Jersey Avenue, SE, E22-230  
Washington, D.C. 20590-0001

RE: Mid-Term Reporting for Grant Agreement 693JK31742012 – Vineyard City, Utah

Dear Ms. Lynch and Mr. Cross,

Vineyard City has made a sincere effort to meet the anticipated milestones however the orientation for the TAG recipients and Delphi invoicing System took longer than anticipated. The orientation was held on November 13, 2017 and Vineyard was not given access to the Delphi System until January 12, 2018. We do not anticipate any issues with the schedule however we wanted to make sure we are both mindful of the timeline in case there comes a need for additional time to complete any of the tasks. Vineyard is fully anticipating that we will complete the Technical Assistance project by September 2018.

### 1. Objectives Accomplished or in Process

- **Task 1- Project Kickoff Meeting:** This task was fully completed and the project is moving forward and the city staff has made initial contact with the gas company.
- **Task 2 – Data Collection and GIS Map Updates:** is approximately 75% complete. The data has started to be converted from raw GPS files or AutoCAD into GIS. Within the next month as the weather permits additional GPS collection shall be performed.
- **Task 3 – Manage Access to Information:** We have started to prepare web maps and will begin to train the staff on the how to manage and access the maps over the next three months.
- **Task 4 – Software and Equipment Purchases:** The software and R-10 Trimble GPS grade receiver unit has been purchased and the city staff has been trained on the use of the equipment. They are getting all of the licenses and equipment set for them to go out in the field to use.
- **Task 5 – Onsite ArcGIS/ArcGIS Online Training and Installation:** The city staff have purchased their GIS licenses and will start the training on how to use and update the GIS maps over the next two months.

### 2. Project Output

On January 30, 2018, the City received 50% of the funds \$41,229.50 to purchase the GPS Equipment - \$29,450.10, AGRC VRS Subscription - \$600.00 this took place on February 15, 2018. The GIS Software licenses were also purchased on March 7, 2018 - \$2,000. They will also be paying for the consultant time that has been billed for the tasks completed as described above \$22,458.77.



### **3. Established Objectives Not Met**

The project is proceeding and is anticipated to be on schedule to be completed by September 2018.

Sincerely,

A handwritten signature in blue ink that reads "Don E. Overton". The signature is fluid and cursive, with a long horizontal stroke at the end.

Don Overton, Public Works Director/City Engineer  
Vineyard City